

Career Website Privacy Policy



HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

CAREERS WEBSITE PRIVACY POLICY

Effective Date: *[List]*

ABC Company is a privacy-conscious organization committed to protecting the privacy of our people and those who seek employment with us (“Job Candidate(s)”) in accordance with the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA) and other applicable laws.

1. Consent to Collection & Use of Your Personal Information

Recognize that ABC Company uses this Careers Website to collect personal information from users of the site and that in using the Careers Website to seek employment with us, you are agreeing to the collection, use and disclosure of that personal information as described in this Privacy Policy.

2. Purpose

The purpose of this Policy is to ensure that you understand what information we collect, how we use and disclose it and how we protect it. To the extent you find any of these collections, uses and/or disclosures objectionable, you should refrain from using the ABC Company Careers website to seek employment with us.

3. What Is Personal Information?

Personal information means information about an identifiable individual, including the individual’s name, address, phone number, age, etc.

4. What Personal Information Do We Collect?

ABC Company uses its Careers Site to collect only the personal information from Job Candidates that it needs for the purpose of administering its recruitment and hiring

policies and activities. Such information will be used exclusively by ABC Company and its third party representatives contracted or involved with carrying out those policies and activities, provided, however, that such information will also be disclosed to law enforcement, government agencies and other third parties where required by law. Your personal information **will not be** used for marketing, soliciting business, non-recruitment and non-hiring or non-employment related activities. If ABC Company wants to use your information for such purposes, it will request separate consent from you. If you are a successful candidate and ABC Company hires you as an employee, your personal information will be used for employment purposes as set forth in the organization's general Employment Privacy Policy.

5. Withdrawal of Your Personal Information

As a Job Candidate, you have the right to request that ABC Company delete your profile in part or in full by emailing [*list contact information*]. However, by deleting your profile, you will no longer be under consideration for any postings to which you have applied, and will have to create a new candidate profile to apply for employment with ABC Company.

6. Protection of Your Personal Information

ABC Company uses a variety of technical, administrative and contractual means to ensure the privacy of the personal information it collects from Job Candidates, including but not limited to: [*describe your privacy and information security safeguards*].

7. ABC Company's Right to Modify Privacy Policy

ABC Company reserves the right to revise, update, modify or amend this Privacy Policy at any time and at its sole discretion. If and when we do make changes to this Privacy Policy, we will amend the revision date at the top of this page, and such modified or amended Privacy Policy shall be effective as to you and your information as of that revision date. We encourage you to periodically review this Privacy Policy to be informed about how we are using and protecting your information.